

STATE OF CALIFORNIA
OFFICE OF THE COMMANDING GENERAL
STATE MILITARY FORCES - MILITARY DEPARTMENT
2829 Watt Avenue - P.O. Box 214405
Sacramento, California 95821

CAL ARNG Regulation
No. 360-2
CA ANG Regulation
No. 190-2

7 February 1980

Army Information
Information
UNIT COMMAND INFORMATION PUBLICATIONS

1. PURPOSE. This regulation establishes guidance for California Army and Air National Guard Command Information Publications.
2. DEFINITION. Command/Internal Information is a command responsibility. It is a leadership and management tool designed to help the commander communicate with all internal audiences. As part of the overall Army and Air Information Program, it compliments the Public Affairs and Community Relations Programs. Command/Internal information publications include newsletters, newspapers, bulletins, fact sheets, or any other articles containing command information.
3. GENERAL. Information provided must be factual, objective and timely, and serve the needs of the command. Every effort must be made to insure that no person is--or has reason to believe that he/she is -- being unjustly excluded, discriminated against, or made an object of disrespect or derision because of race, sex, creed, national origin or for any other reason. Propriety and common sense are essential in this regard. Individual units will not undertake to speak for segments of California State Government or the California National Guard beyond the jurisdiction of local command. Discussion of matters which are the responsibility of other State or Federal Government agencies (e.g., foreign policy is a responsibility of the Department of State) should be avoided. The Command Information Program will not be used to criticize the policies of the US Government or the California National Guard.
4. REQUIREMENTS.
 - a. All unit command information publications will contain the following statement within each publication: "This is an unofficial publication, such views and opinions expressed in this publication are not necessarily those of the Department of the Army, the Department of the Air Force, or the State Military Department".
 - b. Command information publications will include in the masthead (title, heading, or unit address) the words "California National Guard". The use of "Army" or "Air" identifiers is optional.
 - c. Each unit/organization commander will furnish this headquarters, ATTN: CAIA-PA, two copies of their command information publication(s), within ten days following its publication.
 - d. Existing publications not meeting the requirements in para 3a and 3b above will modify their format to comply with this regulation. Organizations desiring to initiate new command information publications must have the format approved in advance of the publication. This may be accomplished by sending a letter to this Headquarters, ATTN: CAIA-PA, requesting authorization and outlining those general areas to be addressed within the publication (e.g., title, number of copies, distribution, editor, method of reproduction and format).

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e. All other command information publications currently being published DO NOT require authorization from this Headquarters, but are required to forward two copies of each publication as outlined in para 3c.

f. Commanders are reminded that Federal regulations prohibit the use of indicia mailing of items that contain "unofficial" material.

(CAOI)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

FRANK J. SCHOBER, JR.
Major General
Commanding

